

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

**U.S. DEPARTMENT OF LABOR
An Equal Opportunity Employer**

Position: Program Specialist Series/Grade: GS-0301-11/12	Announcement No: ETA-03-051
	Opening Date: May 27, 2003
	Closing Date: June 5, 2003
Salary Range: GS-11: \$48,451 – \$62,991 GS-12: \$58,070 - \$75,492 (includes locality pay of 12.74%)	Number of Vacancies: Two (2)
	Bargaining Unit: Inside
Organizational/Geographic Location: Employment & Training Administration Office of Financial and Administrative Management Special Program Services Unit	Promotion Potential: Yes*
	Civil Service Status Required: Yes
	Temporary Position: No
	Part-time Position: No
Duty Station: Washington, DC	Area of Consideration: DOL-Wide (Status) Candidates throughout the Wash, DC. Metro Area

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: <http://wdsc.doleta.gov/jobs/>

Position Duties and Responsibilities: <p>This position is located in the Employment and Training Administration (ETA), Office of Financial and Administrative Management (OFAM), Special Program Services Unit. OFAM is responsible for providing leadership, guidance and direction, both internally and externally, for human resources, administrative, financial and management systems and services so that ETA staff and our partners have the tools needed to build and maintain our Nation's workforce. The Special Program Services Unit is responsible for providing review of policy-sensitive correspondence and maintaining a system to facilitate the receipt, preparation of replies, and transmittal of priority and other special correspondence to and from ETA and DOL officials.</p> <p>The incumbent's specific duties include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Provides senior level support in the development, implementation, administration, operation, and evaluation of the Secretary's Information Management System (SIMS) in the Employment and Training Administration (ETA). • Reviews and analyzes a wide range of incoming executive-level correspondence and makes a determination as to its appropriate disposition. • Evaluates outgoing executive-level correspondence for proper adherence to Federal, DOL and ETA procedures and guidelines. • Coordinates and communicates with ETA and the Executive Secretariat on high priority correspondence issues and policies. • Communicates with staffs in a variety of offices both inside and outside DOL, including congressional and White House staffs. • Independently, or as a team member, develops and, as necessary, revises and issues guidelines and clarifications to ETA staff on correspondence requirements and procedures. • Independently, or as a team member, provides training on the SIMS system to management and staff, and provides one-on-one coaching to individual offices as requested. • Prepares overdue reports and other status reports for use by management in monitoring correspondence flow. • Fully participates and provides leadership within the office team structure.
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*** If selected at the GS-11 grade level, may be non-competitively promoted to the GS-12 grade level without further competition.**

Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)

GS-11 Applicants must have one year of specialized experience equivalent to the GS-9 grade level in the Federal service. Specialized experience is experience in or directly related to the line of work of the position to be filled, such as in the development, implementation, administration, operation, and evaluation of DOL policies and regulations, and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position.

GS-12 Applicants must have one year of specialized experience equivalent to the GS-11 grade level in the Federal service. Specialized experience is experience in or directly related to the line of work of the position to be filled, such as in the development, implementation, administration, operation, and evaluation of DOL policies and regulations, and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position.

Applicants must also meet time-in-grade requirements.

CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

<input type="checkbox"/> Requires a security clearance	<input type="checkbox"/> Subject to frequent overtime
<input type="checkbox"/> Requires a medical examination	<input type="checkbox"/> Subject to frequent travel
<input type="checkbox"/> Subject to financial disclosure requirements	<input type="checkbox"/> Requires a valid drivers license
<input type="checkbox"/> Requires a supervisory/managerial probationary period if the requirement has not been met	<input type="checkbox"/> Subject to geographic mobility
	<input type="checkbox"/> Subject to drug test prior to appointment

METHOD OF EVALUATION

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

IT IS HIGHLY RECOMMENDED THAT ALL APPLICANTS ADDRESS EACH OF THE EVALUATION FACTOR LISTED BELOW.

EVALUATION FACTORS: Factors designated (H) are rated high.

1. Knowledge of Department of Labor programs, and principles to evaluate outgoing executive-level correspondence for proper adherence to Federal and DOL procedures and guidelines. **(H)**
2. Knowledge of guidelines, principles and rules relating to the handling of executive-level correspondence to determine the appropriate disposition. **(H)**
3. Ability to communicate effectively, both orally and in writing, with officials inside and outside of the organization, other government agencies, and the public in order to respond to inquiries, advise and consult with customers, and present recommendations. **(H)**
4. Demonstrated ability to work effectively in teams and with staff and management at all levels in order to provide guidance and impart knowledge of procedures and operations. **(H)**
5. Skill in computer applications and associated software in a LAN environment in order to retrieve, input, and track documents, conduct queries, and run reports. **(H)**

HOW TO APPLY

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including a Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job, therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying
- Full legal name and mailing address
- Social Security Number (SSN)
- Country of Citizenship – **MUST BE U.S. CITIZEN**
- Veterans Preference
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed.
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which training was received.
- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.
- If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

The following material is required if checked:

- ☒ -- Most recent supervisory performance appraisal.
☐ -- College transcript, if qualifying on education.
☒ -- Copy of SF-50 to confirm status.

Mail your application to, or secure forms or information from:

U.S. Department of Labor
Employment and Training Administration
Office of Human Resources
200 Constitution Avenue, NW, Room N-4656
Washington, DC 20210

Attn: Shelley DeCrane

Commercial: (202) 693-3397
Fax: (202) 693-3734
TTY: (202) 693-3924

The area of consideration for this position has been limited to DOL – WIDE Status Candidates throughout the Washington DC metro area.

An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, your complete application must be postmarked or be in the Office of Human Resources by the closing date of this announcement.

ADDITIONAL INFORMATION TO APPLICANTS

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.

The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

- Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.
- If the position is announced with promotion potential, the incumbent may be promoted without further competition upon meeting all legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.
- Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if relocation is determined to be in the best interest of the government.